

## City Centre Community Association Gymnastics Instructor

### **Duties and Responsibilities:**

#### Programming

Plan, implement and evaluate developmentally appropriate gymnastic activities with supporting weekly lesson plans that are creative, flexible and adaptable. Instruction will support basic fundamentals of physical literacy skill building. Provide a safe, positive and well-managed learning environment.

#### Supervision

Responsible for the supervision and leadership of assistant instructors or volunteers.

#### Customer Service/Communication

Greet parents at the beginning and end of each class and discuss program information.

Communicate with other staff and volunteers.

Be a positive role model for participants.

#### Safety and Risk Management

Follow Community Centre and off-site protocol for emergency situations.

Ensure the safety of all individuals participating.

Ensure the physical and emotional environment is safe for participants.

Report and document suspected child abuse, endangerment and neglect to supervisor.

Ensure attendance procedures are followed.

Clean and maintain room and equipment; assess equipment on a regular basis and report damaged items to supervisor.

Ensure appropriate set up, take down and maintenance of program room and space.

#### Administration

Provide evaluation and feedback to supervisor regarding program content.

Fill out accident and/or incident report forms and submit accordingly.

Other related duties as assigned and may vary according to facility.

### **Required Qualifications:**

- Grade 12 plus minimum 1 year teaching/volunteering experience in a gymnastic setting.
- Gymnastics Coaching Certification – NCCP Level 1.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
- Criminal Record Check.

### **Desired Qualifications:**

- Post-secondary degree or diploma in related field.
- Physical literacy training.
- Training and/or experience with individuals that require extra support.
- AED training.
- Second language

### **Hours of Work and Remuneration:**

- Thursdays – 5:10 – 8:20pm
- January 10 – February 22 2019
- Other dates/times may be available
- \$17/hour

### **Send covering letter and current resume to:**

City Centre Community Association:  
Melissa Martin, Recreation Leader  
5900 Minoru Blvd, Richmond, BC,  
Email: citycentre@richmond.ca

### **Deadline to Apply: Friday, November 16 2018**

Only successful applicants will be contacted. Thank you to all applicants in advance for their interest.

